

UNITED STATES GOVERNMENT

GENERAL SERVICES ADMINISTRATION

Washington 25, D.C. 20408

Memorandum

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TO : 6/15/66
Chief, Records Management Staff
Central Intelligence Agency

Date: June 13, 1966

FROM : Mr. Herbert E. Angel
Assistant Archivist for
Federal Records Centers, NARS

SUBJECT: GSA Handbook "Protecting Vital Operating Records"
In reply refer to:

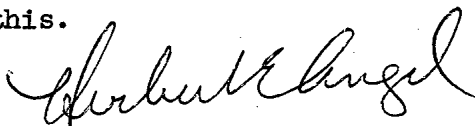
Enclosed is a draft copy of the proposed revision to the GSA Handbook "Protecting Vital Operating Records" for your informal review.

The general framework of the text, suggested by representatives of the Office of Emergency Planning, is based on official responsibilities assigned to GSA in Executive Order 11093, Section 2, Paragraph (e).

Kindly write any comments you may wish to make on the pages of the enclosed draft. To assist us in expediting issuance of the handbook, will you give me or Mr. Charles Sterman a telephone call (Code 13, Ext. 35185) as soon as you have finished your review?

We plan to make necessary changes to bring the format of the handbook in line with prescribed GSA instructions on external issuances before publication.

Thanks for your help on this.



Enclosure

file
Vital Records - 6

GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE		1. PROGRAM STATUS AS OF (Month, day, year) <div style="text-align: center; font-weight: bold; font-size: 1.2em;">June 30, 1966</div>	
VITAL RECORDS PROTECTION STATUS REPORT (PART I - EMERGENCY OPERATING RECORDS)			
INSTRUCTIONS			
Please submit this report in duplicate to the address shown below. A separate report shall be prepared for each individually-operated vital records program.			
<div style="border: 1px solid black; padding: 10px;">TO: General Services Administration National Archives and Records Service Office of Federal Records Centers Washington, D.C. 20408</div>			
2. DEPARTMENT OR AGENCY Central Intelligence Agency		3. BUREAU, SERVICE OR OFFICE	
4. REPORT COVERS <input checked="" type="checkbox"/> a. TOTAL ORGANIZATION <input type="checkbox"/> b. HEADQUARTERS ONLY <input type="checkbox"/> c. REGIONAL OR FIELD OFFICE			
5. ADDRESS OF REPORTING OFFICE (Number, street, city, State and code) Washington, D. C. 20505			
6. PROGRAM STATUS-			
DESCRIPTION		PHASE (Check)	
		COMPLETE (1)	INCOMPLETE (2)
a. DEFINITIVE PLANS PREPARED, REPRODUCED AND DISTRIBUTED TO KEY PERSONNEL		X	
b. RECORDS SELECTED		X	
c. RECORDS POSITIONED AT LOCATION(S)		X	
d. APPROPRIATE EQUIPMENT AVAILABLE AT LOCATION(S)		X	
7. REASON(S) FOR UNCOMPLETED PROGRAM ACTIONS (Give brief explanation for each item checked incomplete in item 6)			
8. PROGRAM REVIEWED <input checked="" type="checkbox"/> a. ANNUALLY <input type="checkbox"/> b. SEMIANNUALLY <input type="checkbox"/> c. OTHER (Specify) In addition we conduct periodic tests and inspections.			
9. LOCATION(S) OF PROTECTED RECORDS			
a. CITY, STATE AND ZIP CODE	b. STREET ADDRESS	c. ROOM NO.	
Classified Information.			

<small>FILE RECORD SERIES, DOCUMENT, OR PUBLICATION TITLE (Example: Quarterly reports - Available supplies of product X; Roster of technicians qualified for emergency water testing)</small> <small>a.</small>	<small>RECORDING MEDIUM (Paper, microfilm, punch-cards, etc.)</small> <small>b.</small>
<p>Classified Information.</p>	<p>Paper, microfilm, punch-cards, tapes, etc.</p>

11.	REPORTED BY (Official responsible for Vital Records Program)	
STAT STAT	<small>NAME AND TITLE (Please print)</small> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
BRANCH OF	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
STAT	<p>Chief, Records Administration Staff</p>	<small>TELEPHONE NO. (Area and Ext.)</small> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE		1. PROGRAM STATUS, AS OF (Month, day, year) June 30, 1966
VITAL RECORDS PROTECTION STATUS REPORT (PART II - RIGHTS AND INTERESTS RECORDS)		
INSTRUCTIONS		
<p>Please submit this report in duplicate to the address shown below. This report is to be filled-out for the same organizational elements for which GSA Form 2034, dealing with emergency operating records, was completed.</p>		
<p>TO: General Services Administration National Archives and Records Service Office of Federal Records Centers Washington, D.C. 20408</p>		
2. DEPARTMENT OR AGENCY Central Intelligence Agency		3. BUREAU, SERVICE OR OFFICE
4. REPORT COVERS <input checked="" type="checkbox"/> a. TOTAL ORGANIZATION <input type="checkbox"/> b. HEADQUARTERS ONLY <input type="checkbox"/> c. REGIONAL OR FIELD OFFICE		
5. ADDRESS OF REPORTING OFFICE (Number, street, city, State and code) Washington, D. C. 20505		
6. PROGRAM FOR SELECTING AND PROTECTING RIGHTS AND INTERESTS RECORDS HAS BEEN INITIATED <input checked="" type="checkbox"/> a. YES (See items 7 and 8) <input type="checkbox"/> b. NO (See item 9)		
7. PRESENT STATUS OF PROGRAM MEASURED IN TERMS OF OVERALL PROGRAM OBJECTIVES (Complete only if item 6 checked "Yes") All Agency offices having responsibility for selecting and protecting such records are current and complete in their coverage.		
8. LOCATION(S) OF PROTECTED RECORDS (Complete only if item 6 checked "Yes")		
a. CITY, STATE AND ZIP CODE	b. STREET ADDRESS	c. ROOM NO.
Classified Information		
9. REASON FOR LACK OF PROGRAM (Complete only if item 6 checked "No")		
10. TARGET DATE FOR STARTING PROGRAM (If item 6 was checked "No" and target date not established, enter "None")		

DESCRIPTION OF RECORDS AT LOCATION(S)

FILE RECORD SERIES, DOCUMENT OR PUBLICATION TITLE (Example: Claim folders -
property damage - settled cases; Research reports - desalinization - unpublished)
a.RECORDING MEDIUM (Paper,
microfilm, punch-cards, etc.)
b.

Classified Information.

Paper, microfilm,
punch-cards, tapes,
etc.STAT
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Special Agent in Charge (Special Agent immediately responsible for Vital Records Program)

CIA Records Administration Officer

STAT Chief, Records Administration Staff

TELEPHONE NO. (Or code) AND EXT.

001076109

0000369

Vital Records - 6

Mr. Herbert E. Angel
Assistant Archivist for Federal Records Center,
NARS
CIA Records Administration Officer

30 June 1966

GSA Handbook "Protecting Vital Operating Records"

1. I appreciate very much the opportunity of reviewing the attached draft copy of the proposed revision to the GSA Handbook "Protecting Vital Operating Records".

2. Considering the progress already made by you on this revision, it appears a little late for me to forward a list of comments. Therefore, the only comment that I would like to submit for your consideration at this time concerns the length of the Handbook. I feel that if it can be reduced in length it may be more effective.

3. Thanks again for letting me see this.

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Attachment

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jms (30 June 1966)

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GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE
WASHINGTON, D.C. 20408

June 13, 1966

MEMORANDUM

TO : AGENCY RECORDS MANAGEMENT OFFICERS

SUBJECT: Vital Records Protection Status Reports

The date is again approaching for submission of the annual Vital Records Protection Status Reports. Federal Property Management Regulation, Subpart 101-11.701.8, prescribes that the status report for each agency program will be submitted as of June 30, or within 10 working days thereafter. It is to be prepared on GSA Form 2034 (Part I - Emergency Operating Records) and Form 2035 (Part II - Rights and Interest Records) and sent, in duplicate, to:

General Services Administration
National Archives and Records Service
Office of Federal Records Centers
Washington, D.C. 20408

We again solicit your assistance in obtaining these reports for the current year, due on or by July 14, 1966. Some reports for past years have been delayed unduly and in a few instances some agencies have not reported. This perhaps resulted because reporting patterns had not been established.

Thanks for your help on this.



Herbert E. Angel
Assistant Archivist for
Federal Records Centers